

Instructions:
How to Complete the
Transcript Review Process

Questions?

Email
aoe.licensinginfo@state.vt.us

Licensing Help Line
(802) 479-1700

Licensing Fax Line
(802) 479-4313

Dear Educator:

Thank you for requesting information on how to apply for additional endorsement or for initial licensure **(only an option in a limited number of endorsement areas)** via transcript review.

Follow these steps to request a transcript review:

- **Application Form**
Complete, sign and date the Application Form.
- **Transcript Review Worksheet(s)**
Complete the Transcript Review Worksheet(s) for the specific endorsement(s) you are seeking to the best of your ability listing courses you have completed next to each competency that was covered in the course. You may submit a worksheet even if you know you have not yet met all requirements. **(This worksheet needs to be downloaded separately from this packet)**

Worksheets that are blank or simply state “see transcript” will not be processed and will be **returned** to the educator.

Please Note: Through Transcript Review this Office can only accept credit bearing academic coursework that shows up on an official transcript from a college or university with a grade of “C” toward fulfillment of the requirements for the additional endorsement.

- **Core Teaching Standards for Vermont Educators**
If this is your initial endorsement, please download and complete the appropriate *Core Teaching Standards for Vermont Educators* worksheet at the following website:
http://education.vermont.gov/new/html/licensing/forms/transcript_review.html
- **Official Transcripts**
Official transcripts are required for all courses identified on the worksheet(s). Unofficial copies and grade reports are no longer accepted. If you believe we already have official transcripts for the coursework you are indicating on file, you do not need to send them again.

Transcripts may be sent directly from the institution to the Office of Educator Licensing **OR** submitted by the applicant in envelopes sealed by the college/university. Student copies that have been opened will not be considered Official.

Electronic Transcripts are now accepted provided they are sent directly from the Institution to this Office via the AOE’s Licensing email at aoe.licensinginfo@state.vt.us

- **Course Descriptions or Course Syllabi**

A course syllabus or course description is required when the course title does not clearly identify the course's content. The syllabus or description will be used to verify that the content required was covered in the course. **When in doubt, please enclose course descriptions.**

- **Practicum Verification**

Verification of your practicum(s) is required to satisfy all practicum requirements for additional endorsements. This verification can be in the form of a letter on official letterhead from a Supervisor or Principal detailing the position and duties completed, the grade level(s) you served, the Licensed Educator you collaborated with and a brief description of your interactions, observations, etc... and the exact number of hours completed during this experience or you can download and complete the "Alternative Student Teaching Form" from the following link:

http://education.vermont.gov/new/pdffdoc/licensing/forms/transcript_review/educ_transcript_review_03_worksheet_alternative_experience.pdf

- **Resume**

Please include a current resume.

- **Fee**

Enclose a check for \$ 40.00 per review payable to **VT Agency of Education**

- **Mail to**

Vermont Agency of Education
Office of Educator Licensing and Professional Standards
219 North Main Street, Suite 402
Barre, VT 05641

Licensing Office Determination

You will receive a **Determination Letter** from a Licensing Specialist when your application has been reviewed. Processing time for transcript reviews is 3-4 weeks in late fall through spring; 6-8 weeks minimum in late spring and summer.

Addressing Content Topics and Additional Requirements

- The content topics listed on the Endorsement Worksheet summarize the endorsement competencies developed and approved by the Vermont Standards Board for Professional Educators.
- The Licensing Office does not have the authority to modify or waive any content topic or Additional Requirement.
- Each content topic must be matched with one or more credit-bearing academic course(s).
- A content topic may be addressed by more than one course; likewise, a course may address more than one content topic.

Testing Requirements

Many endorsements require testing as part of the conditions for the endorsement. Please download the current Testing brochure from the following link: http://education.vermont.gov/documents/EDU-Licensing_Praxis_I_and_II_Testing_Brochure.pdf For more information or if you have any questions on testing requirements contact Licensing Help Line at (802) 479-1700.



Application Form for Transcript Review

A complete application includes:

- ☐ This Application Form
- ☐ Completed Transcript Review Worksheet for the desired Endorsement or enclose the official transcript with a recommendation for licensure for the desired endorsement
- ☐ Completed Transcript Review Worksheet for Core Teaching Standards for VT Educators (if applicable)
- ☐ Official transcripts, if not already on file
- ☐ Practicum Verification (see instructions for more information)
- ☐ Course descriptions or syllabi
- ☐ Resume
- ☐ The required fee of \$40.00 per review payable to the VT Agency of Education

Please type or print legibly.

☐ This is a new address.

Name _____ Social Security Number _____

Address _____

Phone Number _____ Email _____

This is my first non-conditional Vermont Educator License **YES** **NO**

I currently hold this Level I endorsement(s) _____

I currently hold this Level II endorsement(s) _____

I want to add this endorsement (include the instructional level) _____

Check only one:

- ☐ I have enclosed a transcript that includes a printed statement that I have been recommended by the college / university for this endorsement. I, therefore, have not completed the Transcript Review Worksheet.
- ☐ I do not have a transcript that has a recommendation by the college/university for this endorsement. I, therefore, have completed the Transcript Review Worksheet

Signature of Applicant: _____ Date _____

Please Note: You may be required to meet additional competencies or testing requirements if the Vermont Standards Board for Professional Educators has revised the requirements for the endorsement you are seeking any time prior to receipt of this form by the Agency of Education.